

Jefferson County Position Description

Name:	Michelle Staff	Department:	Zoning
Position Title:	Zoning/On-Site Waste Management Technician	Pay Grade:	9
		FLSA:	E
Date:	January 2013	Reports To:	Director of Planning and Zoning

Purpose of Position

The purpose of this position is to assist the Director in the administration and enforcement of Jefferson County Zoning, Floodplain, Land Division and Subdivision ordinances, as well as having working knowledge of the County's land use plan and planning principles. The position also specializes in private sewage system ordinances and associated administrative rule provisions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide expertise in the administration of the Zoning, Floodplain, Land Division and Subdivision, and Private Sewage System ordinances. Advise and consult with plumbers, developers and landowners regarding zoning issues and private sewage system design, installations and options allowable under state code.
- Provide expertise in the County's land use planning.
- Provide expertise in the Private Sewage System Ordinance and associated Administrative Rule provisions
- Research, perform site visits and investigate zoning and sanitary violation complaints, collect and documents evidence, and testify in court proceedings. Coordinate the enforcement of the zoning and sanitary ordinance with Corporation Counsel, State and Federal agencies and office staff. Keeps and maintains file of violations including dated photographs and/or other evidence.
- Review land division plats and certified survey maps for compliance with County and State regulations. Inspects all damaged floodplain structures and performs substantial damage assessments.
- Assist in the processing of Wisconsin Fund applications. Inform landowners of grant possibilities and assists them in the processing of the applications.
- Prepare detailed charts, reports, computer mapping, forms, correspondence and memos regarding zoning and private sewage system.
- Perform webpage updates. Assists in the maintenance of the County's GIS database. Knowledge of computer hardware and software programs.
- Provide administrative and clerical support to office staff and the Farmland Conservation Easement Commission.
- Research and prepare information regarding zoning, conditional uses, zoning amendments, and subdivision variances for the board of Adjustment and zoning Committee hearing. Testifies at Board of Adjustments and participates in zoning proceeding.
- Make decisions on behalf of the Zoning Director in his/her absence. Direct and review work of office staff.
- Attend meetings, conferences, workshops and classes as needed.
- Other duties as assigned or may develop.

- Demonstrate dependable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors' degree in environmental sciences, or related field, with two to three years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin Driver's license is required.

Other Requirements:

Training: Obtain and maintain Private Sewage Inspector's license, Soil Tester License, Soil Erosion Inspector certification and other's as required within six months of employment.

Physical: None.

Work Environment: May work with chemicals and fumes. May be required to work outdoors in unfavorable conditions.

Hours of Work: Typically works weekdays with some evening hours to attend meetings.

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Employee's Signature

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Supervisor's Signature

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Date

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Date